



EMPLOYMENT OPPORTUNITY

Human Resources Division
#1 Gary K. Anderson Plaza, Decatur, IL 62523
Phone: (217) 424-2805 • www.decaturlil.gov
An Equal Opportunity Employer

12/31/12

CIVIL ENGINEER II - WATER

ANNUAL SALARY TO: **\$53,700 - \$70,900**
With growth potential to \$88,100

APPLICATION DEADLINE: **Open until filled; however, applications returned by January 25, 2013 will receive first consideration.**

SCOPE OF WORK: This position provides highly responsible, complex engineering services under the supervision of the Director of Water Management, involving professional engineering work associated with the conception, investigation, evaluation, planning, design, and construction of municipal drinking water systems, including water supply, distribution and treatment facilities.

REQUIRED KNOWLEDGE AND SKILLS

1. Bachelor Degree in Civil, Environmental, Mechanical or similar Engineering from an accredited school.
2. A minimum of two years experience directly relating to the design, construction and rehabilitation of water distribution, treatment and storage systems.
3. A minimum of two years experience directly relating to the design and construction of raw water supply, storage and/or delivery systems including well fields and surface waters.
4. Possession of a valid State of Illinois driver's license within one month of employment.
5. Possession of a Professional Engineering License in the State of Illinois or one of the other 49 United States with reciprocity with the State of Illinois.
6. Fundamental knowledge and application of pertinent Federal and State laws, regulations and standards applying to public water supply systems and drinking water quality.
7. Fundamental knowledge of water resources planning.
8. Fundamental knowledge of the planning, design, construction, operation and maintenance of well fields and surface water storage facilities.
9. Fundamental knowledge of the planning, design, construction, and operation of water treatment plants and associated post production processes. **Knowledge and Skills (continued)**

10. Fundamental knowledge and application of the design, installation and operation of software and hardware related to drinking water systems including Supervisory Control and Data Acquisition (SCADA) systems.
11. Ability to maintain effective working relationships with superiors, subordinates, coworkers, other City employees, vendors and members of other organizations and agencies.
12. Knowledge of contract management for design and construction projects.
13. Knowledge of the application of surveying principles, practices, and use of related equipment.
14. Knowledge of construction practices, materials and equipment.
15. Knowledge of basic accounting and budgetary practices. Ability to prepare clear and concise reports, charts and/or graphs to support project and budget requests.
16. Ability to understand and apply personal computer spreadsheet, word processing, and computer aided design software to engineering applications.
17. Ability to understand and follow general written and oral instructions
18. Ability to understand, apply, and analyze comprehensive and/or complex written civil engineering documents, reports, designs and construction documents; Federal and State controls, regulations and laws; and policies, procedures, codes and ordinances.
19. Ability to independently evaluate, select and apply standard engineering techniques, procedures and criteria using judgment in making minor adaptations and modifications.
20. Ability to plan and organize multitasked projects to meet specified completion dates.
21. Ability to prepare and understand financial reports, budgets, and analyses.
22. Ability to effectively communicate with those contacted in the course of work including the general public, community groups, government officials, contractors, fellow workers and superiors.
23. Physically able to traverse the uneven terrain of undeveloped and developed urban/suburban areas and construction sites in all types of weather conditions.
24. Completion of the National Incident Management System courses IS 100, IS 200, NIMS 700 and NIMS 800, or the ability to complete courses within six months.

MAJOR DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Performs and prepares comprehensive and/or complex engineering designs, studies, cost estimates, investigations, and analyses of matters relating to public drinking water systems. Reviews project designs, and related specifications for compliance with engineering principles and practices, controlling standards and specifications, regulatory standards, and contractual requirements. Provides professional engineering assistance to other City department staff as assigned.
2. Administers design and/or construction projects performed by City staff, private consulting or contracting firms.
3. Prepares comprehensive written documents, correspondence, and reports for City staff, City Council, or the public on matters of technical, operational, or general information. Prepares periodic written status reports for projects, special assignments, work programs, and mandatory reports to outside regulatory agencies. Responds, orally and/or in writing, to written, telephone and personal inquiries and complaints from the general public, consultants, contractors, other agencies, utility companies and other City staff in a timely and courteous manner. May be required to make public presentations on municipal drinking water improvement projects.
4. Identifies, recommends, and manages programs for the operation, maintenance, rehabilitation, and construction of public drinking water systems.
5. Recommends and prepares annual proposed capital improvement and operation budgets for assigned areas of responsibility and projects. Prepares loan and grant applications for state or federally funded programs and projects.
6. Coordinates work with City staff, other governmental agencies, utilities, consultants, contractors and the public including both individual and corporate entities.
7. Reviews technical reports, laws, proposed regulations, and standards to assess impacts to City operations and programs.
8. Attends and/or conducts meetings for the planning, design, coordination, or construction of public drinking water infrastructure improvements.
9. Periodically reviews and recommends new or updates to City regulations, fees, standards, and specifications associated with public drinking water systems. Prepares recommendations for new or updates to policies, procedures, codes, and ordinances. Recommends and establishes the implementation of new operational and administrative programs.
10. Attends training sessions, conferences and seminars.
11. Performs related work and other duties as assigned.

BENEFITS

Include paid sick, vacation and holiday leave; health and life insurance; and optional dental insurance and deferred compensation.

RESIDENCY

Residency within the corporate limits of Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur must be established within twelve (12) months after appointment.

This position is appointed by the City Manager and reports to the Director of Water Management.

APPLY: Visit our website at www.decaturil.gov for an application. Qualified individuals should send the completed application, a resume and cover letter to the address below.

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